

## **BY-LAWS OF THE NEW BERN-CRAVEN COUNTY PUBLIC LIBRARY**

In accordance with Chapter 153-250.4 of the General Statutes of North Carolina, the Board of Trustees of the New Bern-Craven County Public Library shall consist of ten persons with five members appointed by the City Board of Aldermen and five members appointed by the Board of County Commissioners. The trustees shall serve six-year terms on a staggered basis. The governing boards each shall appoint one of its own members to serve for the duration of their terms of office as trustees on this ten member<sup>1</sup> board.

Meetings: The regular meetings of the New Bern-Craven County Public Library Board shall be held on the first Tuesday of alternate months (February, April, June, August, October, and December)<sup>9</sup> at 5:30<sup>11, 14</sup> p.m. at the library. Any member of the Board who is absent from more than three consecutive meetings during the year shall be removed from the board.

Special meetings may be called by the Chairman, or upon the written request of three members for the transaction of business stated in the call for meeting.

The Secretary shall deliver<sup>12</sup> notices of all meetings, minutes, and an agenda to all members at least five days before the meeting.<sup>2</sup>

Officers: Officers of the Board shall be chosen for a two-year term at the regular February<sup>3, 10</sup> meeting of the Board in even years, and shall be as follows: Chairman and Vice Chairman.<sup>4</sup>

The Chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman from a Board meeting, the Vice Chairman shall serve or the members present may select a temporary Chairman for the meeting.

The Librarian will serve as Secretary for the Board but has no vote. In this capacity the Librarian shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all regular meetings, and of all special meetings (on the authorization of the Chairman); shall have custody of the minutes and other records of the Board; and shall notify the Board of County Commissioners and the City Board of Aldermen of any vacancies of the Board.<sup>5</sup>

Committees: Standing committees<sup>13</sup> and special committees for the study and investigation of special problems may be appointed by the Chairman, such committees to serve until the completion of the work for which they are appointed.

Quorum: a quorum for the transaction of business shall consist of five members of the Board.

Duties: The duties of trustees consist of carrying out conscientiously the powers given them. It is their duty and responsibility to determine policy of the library; advise in the preparation of the budget; approve it and work to obtain the necessary funds; provide and maintain adequate buildings and grounds; study and support legislation which will bring about the greatest good to the greatest number of libraries; cooperate with other public officials and boards; and maintain vital public relations.

Librarian: The Librarian shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction of the Regional Director<sup>6</sup> and review of the Board. The Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation for the library under the financial conditions set forth in the annual budget. The Librarian shall attend all Board meetings.

No member of the Board or any administrative member of the library shall use the resources, business, finances, or contracts of the library for personal use or profit.

Order of business: The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Old business
- New business
- Librarian's report
- Regional Director's report<sup>7</sup>
- Adjournment

Amendments: The By-laws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

<sup>1</sup>Amended August 1, 1989

<sup>2</sup>Amended June 9, 1998

<sup>3</sup>Amended October 4, 1983

<sup>4</sup>Amended June 9, 1998

<sup>5</sup>Amended June 9, 1998

<sup>6</sup>Amended June 9, 1998

<sup>7</sup>Amended June 9, 1998

<sup>8</sup>Amended June 9, 1998

<sup>9</sup>Amended April 1, 2008

<sup>10</sup>Amended October 6, 2009

<sup>11</sup>Amended April 10, 2012

<sup>12</sup>Amended June 4, 2013

<sup>13</sup>Amended June 4, 2013

<sup>14</sup>Amended October 7, 2014